

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD**  
**VACANCY ANNOUNCEMENT NO. 12 - 167**

**OPEN TO:** In-House Candidates Only

**OPENING DATE:** October 9, 2012

**TITLE:** AID Project Management Assistant

**CLOSING DATE:** October 22, 2012

**GRADE:** GRADE: FSN-8 (Rs. 972,477 P.A. to Rs. 1,796,389 P.A.)

**AGENCY:** USAID

**Position No:** 80260-023

**LOCATION:** ISLAMABAD

**BRIEF DESCRIPTION OF DUTIES:** The Project Management Assistant position is in the USAID/Pakistan, Islamabad Support Group for Peshawar Office based in Islamabad supporting activities in the Federally Administered Tribal Areas (FATA) and the Khyber-Pakhtunkhwa (KP) province. The incumbent supports the Peshawar Regional Office Director and all office sectors in the implementation, monitoring, and evaluation of USAID programs/ projects/ activities in the FATA and the KP. The incumbent performs program, project, and budget activities, performance monitoring, administrative support, and operates independently. In the absence of sector Chiefs and/or Project Management Specialists, the incumbent routinely assumes the administrative responsibilities of a COR/AOR activities within approved limits. The incumbent participates with the professional staff in the planning, design, development, management, and monitoring of USAID programs in the Regional Office.

**QUALIFICATION REQUIRED:**

**EDUCATION:** Completion of bachelor's degree (fourteen years of education) in business administration, management, economics, finance, commerce, science, arts, social sciences or related field from an accredited institution is required.

**EXPERIENCE:** Three years of progressively responsible experience in development assistance or related work with an international or donor organization, or equivalent work with a private or host-government entity, is required. Experience should have included collection, analysis, evaluation, and presentation of information.

**LANGUAGE:** Level IV English (fluent) Reading/Writing/Speaking in English and Urdu is required. Language proficiency may be tested.

**KNOWLEDGE:** The incumbent must be able to develop a good working knowledge of USG and USAID regulations and a good understanding of USAID program and project procedures (in order to perform monitoring and evaluation activities). Must have an excellent understanding of general administrative practices and internal controls relevant to the position.

**ABILITIES & SKILLS:** The incumbent must be tactful, possess good judgment and be able to work independently. Must be able to maintain positive working relationships with supervisors, specialists and other Regional Office employees and contractors. The incumbent must be proficient in MS Office Suite.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at [FSNIslamabad@usaid.gov](mailto:FSNIslamabad@usaid.gov). While submitting through email, the Vacancy Announcement Number (e.g. 12-167) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan**  
**U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html).

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: October 22, 2012**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.